Chief Acquisition Officers Council's
Acquisition Committee for E-Gov
Charter
Version 2

I.   Name

Acquisition Committee for E-Gov (ACE)

II.   Purpose

This charter establishes the Acquisition Committee for E-Gov (ACE) and outlines its authority, membership, responsibilities, meeting procedures, and decision-making procedures as they relate to the governance of the Integrated Acquisition Environment (IAE) E-Gov Initiative.

The ACE is an executive steering committee established under the Chief Acquisition Officers Council (CAOC), a senior level forum established for monitoring and improving the federal acquisition system. The Council is focused on promoting the President's Management Agenda in all aspects of the acquisition system and acquisition-related initiatives.

Implementing Electronic Government (E-Gov) is a key element in the President's Management Agenda. On July 18, 2001 the Office of Management and Budget (OMB) issued Memorandum M-01-28 that established the Electronic Government Task Force. The President's Management Council (PMC) adopted the recommendations of this task force when it approved the 24 E-Gov initiatives on October 3, 2001.

These initiatives were categorized into one of four portfolios based on the constituencies they serve: Government-to-Government (G2G), Government-to-Business (G2B), Government-to-Citizen (G2C) and Internal Efficiency and Effectiveness (IEE). A Managing Partner agency was assigned to each initiative and was required to establish a project management office (PMO) within the agency.

IAE will support a common, secure business environment, which facilitates and supports cost effective acquisition of goods and services and will interoperate with multiple E-Government initiatives. This agreement addresses anticipated development, implementation, and operation and maintenance costs for the IAE shared systems and supporting infrastructure.

The IAE Initiative is in the IEE portfolio and the Managing Partner for the project is the GSA. The Program Manager for IAE is Ms. Teresa Sorrenti.

The goals of the ACE are to:

- Provide strategic direction for the IAE.
- Establish IAE Initiative's portfolio, which contains acquisition-related projects/systems that support multiple agencies.
- Ensure the alignment of IAE information technology capital investments with business goals as required by the E-Gov Strategy, Clinger-Cohen Act, Federal architecture framework specifications, and acquisition regulations.
- Review, approve, and enforce IAE architecture specifications (e.g., standards, constraints, guidelines, processes, and products) for use within the acquisition community.
- Provide oversight and governance to joint federal acquisition programs and initiatives related to IAE information technology.
- Ensure alignment with Joint Financial Management Improvement Program (JFMIP) requirements and the Federal Architecture Framework.

III.   Authority

Pursuant to the authority of the Administrator, Office of Federal Procurement Policy, and supported by the full Chief Acquisition Officers Council, this charter establishes the ACE for the Integrated Acquisition Environment.

The IAE governance structure is a tiered structure of management that links acquisition needs across the federal space and acquisition communities. The IAE governance structure consists of:

- Acquisition Committee for E-Gov (ACE) – IAE's executive steering committee, representing the CAOC, provides vision, strategy, scope and resources
- Program management Office (PMO) – The PMO executes and manages the operations.
- Multi-agency Business Area Teams – Cross-agency teams guide system requirements and development.
- Business Area Managers - Business Managers oversee a portfolio of related systems to ensure execution of IAE strategy and inter-operability of the shared systems.
- Shared System Stewards - Stewards execute the development, operations, and maintenance of their respective systems
- Change Control Board (CCB) – The CCB approves and prioritizes enhancements across shared systems under the auspices of the IAE Configuration Management (CM) Plan which provides the process for making ongoing enhancements to the shared systems and ensuring their inter-operability

IV. Membership

The ACE shall consist of representatives from the CAO Council, OMB-OFPP, OMB-E-Gov, CFO Council, CIO Council, Small Agency Council, Partner Agencies, Managing Partner and the IAE Program Management Office. Representatives are listed in Attachment A. A CAOC member, approved by the CAOC, chairs the ACE.

To maintain an appropriately sized governance body, the ACE representation is limited. It is the intent of the Committee to provide opportunity for all contributing agencies to have a voice through the governance structure. There will be opportunities to participate in working groups to resolve issues or identify solutions as necessary.

V. ACE Responsibilities

The responsibilities of the ACE are to:

- Provide vision, guidance and executive-level decision-making for the IAE Initiative.
- Provide management oversight regarding scope, priorities, budget, and funding.
- Serve as liaison to other government-wide councils.
- Provide final approval signature on IAE-generated RFI's and RFP's.
- Serve as a Source Selection Review Board (SSRB) for projects within the IAE Initiative portfolio.
    - o Coordinate the selection of Source Selection Authorities (SSA) for the individual projects.
    - o Review and coordinate associated acquisition strategies.
    - o Provide source selection recommendations to the SSA.
- Review the IAE Initiative's OMB Exhibit 300 in coordination with the IAE Program Management Office (PMO) and provide input and feedback prior to OMB submission.
    - o Review and approve business case
    - o Review and approve funding model
- Recommend the inclusion and prioritization of initiatives and projects with in the IAE portfolio to OMB.
    - o Provide ruling on IAE Configuration Control Board (CCB) recommendations that exceed approved current scope and budget.

The responsibilities of the ACE Chairperson are to:

- Schedule and preside over ACE meetings
- Facilitate the review and decision process by resolving conflicts or issues among the ACE Representatives.

- Establish standing working groups to support individual projects within the IAE.
- Represent the ACE to senior executive level forums.
- Appoint an Executive Secretary to prepare and distribute ACE meeting agendas, decision memoranda, and meeting minutes.

The responsibilities of the members of the ACE are to:

- Represent their respective agencies in IAE issues.
- Provide executive oversight and governance of the IAE.
- Resolve issues raised by the working groups.

The responsibilities of the IAE Program Manager are to:

- Manage daily operations of the IAE Initiative for development, implementation, and O&M.
- Establish and execute agreements with Contributing Agencies.
- Establish and execute agreements with IAE Shared System Stewards in coordination with the Shared System Steward's Agency-identified representative office to the IAE initiative.
- Collect and manage funding provided under the funding model.
- Provide regular updates to the ACE regarding the schedule, resources, and budget for all IAE initiatives.
- Provide semi-annual detailed program reviews to the ACE

VI.   Meeting Procedures

Meetings shall occur on a monthly basis or as otherwise needed. The ACE Chairperson will convene meetings. The Chairperson shall provide a meeting schedule and publish agendas, minutes, and action items.

VII.   Decision Making Procedures

ACE decisions shall be reached by achieving a majority consensus on issues. The Chairperson and individuals so designated in Attachment A are voting members. Non-voting members can voice their input. Should a conflict arise regarding governance of IAE activities, the ACE chairperson shall set forth a plan of resolution.

Rapid Decision Process
In the event that an ACE decision is required before the next regularly scheduled meeting, one of the following processes shall be employed:

Option One: Interim Meeting/Conference Call
- The Chair will send a high priority email all ACE members with:
  - a description of the issue

- o the decision requirement and deadline
- o relevant materials
- o the schedule/location for either a meeting or conference call
- Email discussion regarding the topic prior to the meeting/conference call shall copy all ACE members; relevant points will be included as discussion notes in the meeting minutes.
- The Chair will conduct an interim meeting or conference call to obtain a decision.
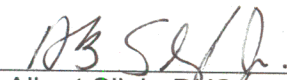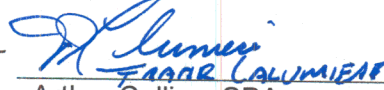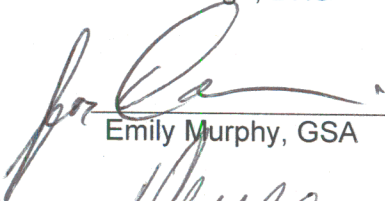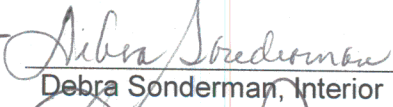- Standard meeting requirements will apply - published agenda, minutes and actions.
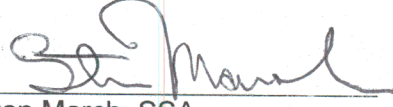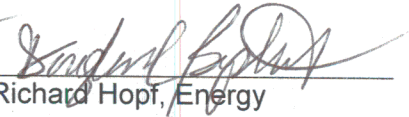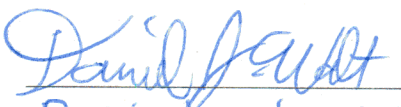
Option Two: Virtual Meeting
- The Chair will send a high priority email to all ACE members with:
  - o a description of the issue
  - o the decision requirement and deadline
  - o the email discussion period
  - o any reference material
- ACE members will review relevant materials, participate in email discussions regarding the decision, and indicate their position on the decision.
- Email exchanges during the Discussion Period shall copy all ACE members; relevant points will be included as discussion notes in the virtual meeting minutes.
- The ACE Chair will moderate the email discussion.
- At the end of the discussion period, the Chair will email all ACE members with the preliminary decision (based on the discussion) and the deadline to respond with "confirm" or "dispute."
- ACE members will provide a "confirm" or "dispute" response to the preliminary decision. No response within the designated timeframe will count as a "confirm" response.
- If there are "dispute" responses, the Chair shall convene a conference call to arrive at a committee decision.
- The Chair will email all ACE members with the final decision.
- Meeting minutes will include relevant points from the discussions and the decision reached.
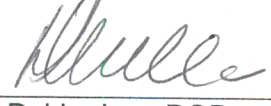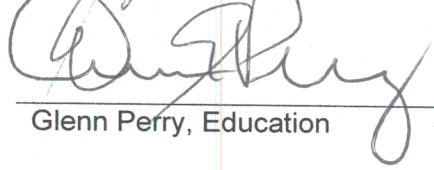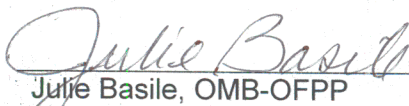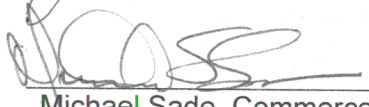
VIII. Effective Date

This charter, as modified, is effective April 7, 2005, and remains in effect until modified or rescinded.

IX. Signatures

Recommend signatures from the Deputy Director for Management, OMB, Administrator, OFPP, and all CAOC members.

Signature	Date	Signature	Date
Albert Sligh, DHS	6/3/05	Arthur Collins, SBA	4-26-05
Emily Murphy, GSA	04/26/05	Debra Sonderman, Interior	4/26/05
Deidre Lee, DOD	6/3/05	Glenn Perry, Education	C-3-05
Julie Basile, OMB-OFPP	4/26/05	Mary Lynn Scott, NRC	6/3/05
Michael Sade, Commerce	4/26/05	Stan March, SSA	6/3/05
Thomas Sharpe, Treasury	4/26/05	Richard Hopf, Energy	4/26/05
Daniel J. Walt, State	4/26/05		Date

Attachment A

Acquisition Committee for E-Gov Membership
(Last Revised: September 1, 2005)

Name	Department/ Agency	Role	Contact Information
Albert Sligh	DHS	Agency Rep	202-401-3515 Albert.Sligh@dhs.gov
Frank Lalumier	SBA	Agency Rep	202-205-6459 Frank.Lalumiere@sba.gov
Emily Murphy	GSA	Managing Partner	202-501-1043 Emily.Murphy@gsa.gov
Debra Sonderman	Interior	Agency Rep	202-208-6352 Debra_Sonderman@ios.doi.gov
Mark Krzysko	DoD	Agency Rep	703-614-3882 Mark.Krzysko@osd.mil
Glenn Perry	Education	Agency Rep	202-245-6200 Glenn.Perry@ed.gov
Julie Basile	OMB, OFPP	OMB Rep	202-395-4821 Julie_Basile@omb.eop.gov
Kathleen Turco	GSA	CFO Council Rep	202-501-1721 Kathleen.Turco@gsa.gov
Mary Lynn Scott	NRC	Small Agency Council Rep	301-415-6179 mls2@nrc.gov
Michael Sade	Commerce	Chair, ACE	202-482-4248 msade@doc.gov
Stan March	SSA	Agency Rep	410-965-9455 Stan.March@ssa.gov
Thomas Sharpe	Treasury	Agency Rep	202-622-1039 Thomas.Sharpe@do.treas.gov
Jerry Williams	USDA	CIO Council Rep	202-720-8833 Jerry.E.Williams@usda.gov
Richard Hopf	Energy	Agency Rep	202-287-1310 Richard.Hopf@hq.doe.gov
Doug Baptist	Energy	Agency Rep (alternate)	202-287-1658 Douglas.Baptist@hq.doe.gov
Dan Walt	State	Agency Rep	703-516-1696 WaltDJ@state.gov
Jeff Koch	OMB, E-Gov (Non-voting)	IEE Portfolio Manager	202-395-0369 Jeffrey_W._Koch@omb.eop.gov
Teresa Sorrenti	GSA (Non-voting)	Program Manager, IAE	703-872-8610 Teresa.Sorrenti@gsa.gov
Earl Warrington	GSA (Non-voting)	Deputy Program Manager, IAE	703-872-8609 Earl.Warrington@gsa.gov